

Administration Made Easier for New Title I Directors

Fall Title I & Title IIA Statewide Conference
November, 2016

MASSACHUSETTS DEPARTMENT OF
ELEMENTARY AND SECONDARY
EDUCATION



Purpose

- ★ Offer suggestions on ways to improve efficiencies and implementation of Title I programs
- ★ Help ease the burden of administering the Title I grant
- ★ Share strategies that other Title I directors have used so you can learn from your peers
- ★ Help understand allowable costs



Tip 1: Don't recreate the wheel

- ★ Our office has created templates for just about any required Title I document
- ★ Find them all here:
www.mass.gov/ese/titlei, click Title I, Part A
- ★ This is an excellent way to ensure each document contains all the requirements
 - ★ Supplement vs. Supplant policies
 - ★ Time and Effort reports (including stipends)
 - ★ Outreach letter to private schools



Tip 2: Go here first:

- ★ **Make sure you are listed as the Title I Director in Directory Administration**

<http://www.doe.mass.edu/InfoServices/data/diradmin/>

- ★ Title I handbook document extremely helpful for new directors: www.mass.gov/ese/titlei, click Title I, Part A

- ★ Title I website has a list of 13 major topics with resources: www.mass.gov/ese/titlei, click Title I, Part A, click Program Design



Tip 3: Document, document, document!

- ★ Document and save the work the district is doing:
 - ★ Outreach to parents/guardians
 - ★ Meeting agendas
 - ★ Meeting notes
 - ★ Sign-in sheets
 - ★ Important emails
- ★ Include date on documents when you revise them
- ★ Find a system that is simple and works for you



Tip 4: Your colleagues are a great source of information

★ There are opportunities to learn from and share information with your colleagues

- ★ Regional Networking Meetings

- ★ Title I Conferences

- ★ CACE (Council of Administrators for Compensatory Education)

- ★ ESE website lists all Title I Directors:

<http://profiles.doe.mass.edu/search/search.aspx?leftNavId=11239>



Tip 5: Private school outreach

★ When reaching out to private schools to inquire about their participation in Title I services:

★ 1. Use email first

★ 2. If no response, then send a letter by certified mail

★ Why?

★ Email is free

★ Emails and certified mail are simple to document



Tip 6: Common ways of getting parent input

- ★ PTO or Parent Council
- ★ School Council (which are required to have parents)
- ★ Parent surveys



Tip 7: Use old money first

- ★ Grants have a two year life cycle
 - ★ FY17 grants can be spent July 1, 2016-June 30, 2018
 - ★ Though at least 85% of grant must be spent in Year 1
 - ★ If unspent after two years, the money could be returned to the federal government
- ★ Always make sure last year's funds get spent
- ★ Utilize the amendment process if necessary
- ★ Use FY16 money now!



Tip 8: Combine requirements

- ★ Title I requires parents to be notified that they have the right to know teacher and paraprofessional qualifications
- ★ Title I requires that a report card (overview) be sent to parents each year
- ★ Have ONE document for both requirements

- ★ See our website for an example

www.mass.gov/ese/titlei, click **Title I, Part A**, click **Program Review**, click **Tab 8**.



Understanding allowable costs

★ Title I expenses must be:

- ★ Supplemental

- ★ Academically related

- ★ Focused on helping the lowest achieving students succeed



Why not just make a list of allowable costs?

- ★ It's not that simple (We wish it was!)
- ★ Each district supports different activities. Therefore what might be supplemental in one district might not be supplemental in another.
- ★ There are key differences between Targeted Assistance and Schoolwide Title I programs
- ★ *The Every Student Succeeds Act (ESSA) changes how districts demonstrate that expenditures are supplemental. More info will be coming soon!*



Allowable or not allowable?

- ★ Each of our five elementary schools in the district has a 0.5 FTE reading interventionist. We propose using our Title I funds to have that interventionist be a 1.0 FTE at our two Title I schools.



Allowable

- ★ These funds are providing an ***additional*** service for low-achieving students in Title I schools
- ★ Title I funds must always be supplementing what the school or district is providing
- ★ Question to ask yourself: “Is this activity ***in addition*** to what services or supports would be provided without Title I funds?”



Allowable or not allowable?

- ★ Our students with an IEP are not eligible for Title I services if they are receiving SPED services already



Not allowable

- ★ Students with an IEP have equal access to Title I services as those without one
- ★ Schools can serve the student with Title I funds as long as the intervention is in addition to what the IEP requires
- ★ Question to ask yourself: “Will the Title I activity provide an additional boost to that student’s learning?”



Allowable or not allowable?

- ★ Our Title I literacy coach had to take a sudden leave of absence in FY16. Therefore, we are going to use the rest of the money earmarked for her salary to bring in an outside consultant to help improve our reading instruction for FY17.



Allowable

- ★ Districts are allowed to make changes throughout the two year grant life cycle as long as the district follows the amendment process
- ★ Question to ask yourself: “Are we doing the activity we are approved to do?”
- ★ *Reminder:* budget changes of 10% or more require an amendment



Allowable or not allowable?

The only time we use Title I funds to pay for food is:

1. Family engagement nights
2. For our teachers when they have all-day professional development that is 100% supported by Title I and there are no outside food options available



Allowable

- ★ Federal guidance on allowable uses of Title I funds for food: “Reasonable expenditures for refreshments or food, particularly when such meetings extend through mealtime, are allowable.”
- ★ Question to ask yourself: “Is providing food a necessary expense for this activity and are the costs reasonable?”



Allowable or not allowable?

- ★ St. Michael's Private School is entitled to \$2,015 in Title I funding this year. To simplify the process for everyone, I sent the headmaster a check for the exact amount to be used for supplemental academic support for their lowest achieving students. At the end of the year, she will report how the funds were spent.



Not allowable

- ★ Districts are required to maintain control of public funds at all times
- ★ Districts are NEVER allowed to simply write a check to a private school
- ★ Spending plans need to be agreed upon in advance (just like schools districts with ESE)
- ★ Question to ask yourself: “Does my district control the use of all Title I funds, including for private school services?”



Helpful resources

- ★ Your assigned liaison (see appendix)
- ★ Title I Website: www.mass.gov/ese/titlei
 - ★ Program Design
 - ★ Title I Handbook and Guidance
 - ★ Program Review
- ★ Email: titlei@doe.mass.edu
- ★ Phone: 781-338-6230
- ★ Your colleagues!

